



Example of Grants & Contracts Administrator Job Description

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Our company is growing rapidly and is looking to fill the role of grants & contracts administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for grants & contracts administrator

- Coordinate and participate in quarterly Research Administration meetings
- Represent program personnel in meetings and conferences
- Coordinate incoming faculty relocations, grant transfers, including laboratory moves (with lab managers)
- Attend/Initiate Webinar/WebEx as applicable
- Initiate and route proposal records in Sponsored Proposal System (SPS) to the Office of Research Support (ORS) to ensure compliance with University procedures and institutional signatures
- Act as the Departmental Pre-Award liaison to ORS
- Develop budgets and budget justifications which include proofing the budget for inconsistencies and ensuring accuracy
- Advise the PI on administrative requirements in preparing proposal submissions (university deadlines, sponsor requirements)
- Assist PI with uploading proposal documents into the applicable systems such as FastLane, Research.gov, or Grants.gov Workspace
- Assist PI with submission of applicable requests for IRB protocols reviews for approval, extension or exemption

Qualifications for grants & contracts administrator

- MA in health services research, health policy, or health economics and 5 years

services research, health policy or health economics and 2 years of experience in a research administration role required

- Advanced knowledge of grants and contracts program environment (federal, state, foundation)
- Established track record in oversight of externally-funded projects Extensive pre- and post-award project management experience, preferably in an academic medical center or research organization
- Experience in pre- and post-award process analysis and automation
- Experience preparing literature reviews across a wide range of health care-related topics
- Ability to prepare budgets for external proposals